



Department of Defense INSTRUCTION

NUMBER 5505.4

April 7, 1987

IG, DoD

SUBJECT: DoD Investigative Management Information System

- References:
- (a) DoD Directive 5106.1, "Inspector General of the Department of Defense," March 14, 1983
 - (b) DoD Instruction 7920.3, subject as above, September 15, 1982 (hereby cancelled)
 - (c) DoD 5025.1-M, "DoD Directives System Procedures," April 1981, authorized by DoD Directive 5025.1, October 16, 1980
 - (d) DoD 5000.12-M, "DoD Manual for Standard Data Elements," October 1985, authorized by DoD Instruction 5000.12, April 27, 1965

1. REISSUANCE AND PURPOSE

1.1. This Instruction, issued under reference (a), reissues reference (b) and establishes Department of Defense (DoD) policy and responsibilities for the DoD Investigative Management Information System (DIMIS). The DIMIS collects data on DoD investigations involving criminal activities impacting the programs, operations, and resources of the DoD, including fraud, corruption, loss or potential loss of U.S. Government property, funds, and services, and other specified criminal activity to meet information needs of the Inspector General of the Department of Defense (IG, DoD), and the Secretary of Defense.

1.2. This Instruction authorizes publication of DoD 5505.4-M, "Department of Defense Investigative Management Information System Manual," consistent with references (c) and (d).

2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Defense

Agencies, and the Military Departments.

3. DEFINITIONS

3.1. DoD Criminal Investigative Organizations. The Army Criminal Investigation Command, the Naval Security and Investigative Command, the Air Force Office of Special Investigations, and the Defense Criminal Investigative Service.

3.2. Program Manager. The designee of the IG, DoD, providing operational direction and supervision of the DIMIS program.

3.3. System Manager. The designated individual in a DoD activity providing technical support of DIMIS and whose organization provides the supporting computer and software systems.

4. POLICY

4.1. The DoD shall provide a centralized management information system to monitor the status of unlawful activities impacting DoD programs, operations, and personnel. This system shall provide information required for the IG, DoD, Semiannual Report to the Congress, and meet other information needs of the Secretary of Defense. This system also shall collect data on the loss of DoD resources to assist in crime prevention initiatives in the Department.

4.2. A Manual, designated DoD 5505.4-M, shall be established that has DoD operating policy and procedures for input and retrieval of DIMIS data.

4.3. The DoD criminal investigative organizations shall provide input to the DIMIS system in accordance with DoD 5505.4-M.

4.4. Access to DIMIS data shall be restricted and controlled by the system manager in coordination with the program manager. The IG, DoD, shall have access to all data in DIMIS. Requests for broader data by individual criminal investigative organizations shall be directed to the program manager.

4.5. Each DoD criminal investigative organization shall develop an automated management information system suitable to its own unique analytical and case management needs, collecting and transmitting to DIMIS the data required for the IG, DoD, Semiannual Report to the Congress and ad hoc reports for the IG, DoD, and the

Secretary of Defense. Each organizational system shall also support any data collection requirements mandated by the Department of Defense on collecting and analyzing criminal intelligence.

5. RESPONSIBILITIES

5.1. The Inspector General, Department of Defense, shall:

5.1.1. Provide coordination, supervision, and guidance on DIMIS.

5.1.2. Use DIMIS data in supervising, monitoring, and evaluating investigations relating to programs and operations of DoD and carrying out the investigative policy, oversight, and followup responsibilities under DoD Directive 5106.1 (reference (a)).

5.1.3. Develop, publish, and maintain DoD 5505.4-M, consistent with DoD 5025.1-M (reference (c)) and DoD 5000.12-M (reference (d)).

5.1.4. Provide guidance and monitor implementing of DoD 5505.4-M to ensure that it is employed continually and uniformly throughout DoD.

5.1.5. Appoint an IG, DoD, representative to serve as program manager for DIMIS.

5.1.6. Execute a Memorandum of Understanding with a suitable DoD activity that shall provide the host system. Ensure that necessary resources are provided to the system manager to support the DIMIS program.

5.1.7. Evaluate and make recommendations to the DoD activity designated to provide computer system and programming support to DIMIS.

5.1.8. Monitor and evaluate the performance of the DoD criminal investigative organizations and the DIMIS system manager in meeting the requirements of this instruction and DoD 5505.4-M.

5.1.9. Use DIMIS and other available data for both statistical and analytical purposes in looking for crime and management trends throughout DoD and in investigative case management.

5.2. The Secretaries of the Military Departments shall:

5.2.1. Establish policy and procedures for collecting and reporting data in their respective criminal investigative organizations to meet the reporting requirements of DIMIS and coordinate information reporting and retrieval requirements with the DIMIS program manager.

5.2.2. Designate an official who shall be the single point of contact in their respective criminal investigative organizations to coordinate information reporting and retrieval requirements with the program manager and provide technical coordination with the DIMIS system manager.

5.2.3. Ensure development and implementing of automated investigative management information systems by the respective DoD criminal investigative organizations, capable of automated transfer of required statistical and analytical data on investigations to DIMIS not later than October 1, 1987.

5.2.4. Ensure required data are provided to DIMIS using means agreed to by the IG, DoD, until a fully automated transfer capability is established.

5.3. The DIMIS Support Activity Head shall:

5.3.1. Designate a specific official to serve as DIMIS System Manager.

5.3.2. Supervise the collecting and processing of DIMIS data received from the DoD criminal investigative organizations, and report such data as required by the DIMIS program manager.

5.3.3. Provide and maintain technical support for collecting and processing information for DIMIS.

5.3.4. Provide periodic, recurring, and special reports to the program manager and the DoD criminal investigative organizations.

5.3.5. In coordination with the DIMIS program manager, plan, program, and budget for resources required to execute the role of DIMIS system manager.

6. INFORMATION REQUIREMENTS

The DIMIS has been assigned Report Control Symbol DD-IG (M&AR) 1604.

7. EFFECTIVE DATE AND IMPLEMENTATION

This instruction is effective immediately. Forward one copy of implementing documents to the Inspector General, Department of Defense, within 90 days.



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